



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Cumberland, Maryland 21502

Institution Supplement

OPI: Correctional Services
NUMBER: CUM5267.07A
DATE: August 9, 2004
SUBJECT: Visiting Regulations

1. PURPOSE: To establish local visiting regulations and procedures for the Federal Correctional Institution (FCI) and Federal Prison Camp (FPC), Cumberland, Maryland.
2. DIRECTIVES AFFECTED:
 - a. Directives Referenced:
 - PS 1315.07 Legal Activities, Inmate (11/05/99)
 - PS 5267.07 Visiting Regulations (04/14/03)
 - PS 5500.11 Correctional Services Manual (10/03/03)
 - PS 5510.09 Searching and Detaining Non-Inmates; Arrest Authority (03/06/98)
 - PS 5521.05 Searches of Housing Units, Inmates, and Inmate Work Areas (06/30/97)
 - PS 5355.03 Parenting Program Standards (01/20/95)
 - CUM IS 5500.09B (Chapter 6) Front and Rear Entrance Procedures (03/06/00)
 - b. Directives Rescinded:
 - IS CUM 5267.07, Visiting Regulations (05/25/03)
3. STANDARDS REFERENCED: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4502, 4-4503, and 4-4505.
4. RESPONSIBILITY: The Warden shall develop procedures pertaining to inmate visiting. It is the inmates responsibility to notify visitors of these requirements.
5. VISITING PROCEDURES:
 - a. Visiting hours for the FCI and FPC:
 - (1) Monday, and Friday visiting hours are 4:30 p.m. to 8:30 p.m. Visiting for the Special Housing Unit will terminate at 8:00 p.m.
 - (2) Visiting hours for Saturday, Sunday, and all Federal holidays are 8:30 a.m. to 3:00 p.m. Visiting for the Special Housing Unit will

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terminate at 2:30 p.m. Telephone numbers for public transportation and lodging are found in Attachment E.

All regular visits will be conducted in the institution Visiting Room. All inmates must present an institution-issued identification card to the Visiting Room Officer upon entrance into the Visiting Room. These cards will be maintained in the Visiting Room during the visit. Identification cards will be used to identify all inmates upon their arrival to the Visiting Room, and will be returned to inmates upon departure from the Visiting Room. All inmate visitors will also be identified upon their departure from the Visiting Room.

- b. FCI and FPC inmates will be allowed no more than six weekend and holiday visiting days per month. There is no limitation on weekday, non-holiday visits. Unused weekend and holiday visiting days from one month cannot be carried over to the following month. Any visit, regardless of the length of visit, will constitute one day of visiting. Federal holidays, unless stated, will count as a weekend visit. Attorney visits do not count as part of the six days of authorized weekend and holiday visits.
- c. Upon a visitor's arrival to the institution, the Front Lobby Officer will question each visitor to ensure he/she is not in possession of alcohol, narcotics, firearms, ammunition or any other unauthorized item. If visitors are found to be in possession of any of these previously mentioned items, they will be advised of the proper disposition procedures. The Lieutenant's Office will be notified of any and all instances when this breach of security occurs.
 - (1) Prior to entering the Visiting Room, all visitors must complete a form BP-224 "Notification to Visitor", in accordance with Title 18, USC, Chapter 87, Section 1791. (NOTE: IN ORDER TO DISCOURAGE THE ALTERATION OF VISITING ROOM FORMS, ALL VISITORS MUST COMPLETE THE PROVIDED FORMS IN THE PRESENCE OF THE FRONT LOBBY OFFICER.) This applies to each individual member or a group of individuals who are entering for the purpose of visiting an inmate.
 - (2) The Front Lobby Officer will verify the inmate is housed at this facility upon review of the inmate roster provided by the Control Center Officer each visiting day. The Front Lobby Officer will access the inmate's approved visiting list to ensure the visitor is authorized to visit. If the visitor is not on the inmate's approved visiting list, the inmate's Unit Team will be contacted. If the

Unit Team is not on duty, the Institution Duty Officer and/or the Operations Lieutenant will be notified of the situation.

- (3) All inmate visitors will be requested to present a valid photo identification card. Staff shall verify the identity of each visitor using a driver's license, photo identification, etc., prior to admission of the visitor to the institution.

Visitors under the age of sixteen must be accompanied by a parent or guardian and are exempt from this provision.

- d. Visitors to the FCI will be screened through a walk-through metal detector prior to their entry into the institution. Visitors to the Camp will be randomly screened using a hand-held metal detector. At the discretion of the Camp Visiting Room Officer, any visitor(s) believed to be in possession of unauthorized items will be required to submit to a metal detector screening. Any visitor refusing to be processed through the metal detectors will be denied entrance to the institution, and the Operations Lieutenant or the Institution Duty Officer will be notified.
 - (1) When a visitor is unable to successfully pass through the metal detector without sounding the alarm, the Front Lobby Officer will utilize the hand held trans fisker metal detector. If the visitor cannot pass this metal detector, the Front Lobby Officer will notify the Operations Lieutenant who will determine if the visitor will be permitted to enter the institution.
 - (2) Permitted property will be thoroughly searched by the Front Lobby Officer to ensure contraband is not present. Use of plastic gloves for the protection of the officer is encouraged and a supply of gloves is made available for this purpose.
- e. Prior to being admitted into the FCI Visiting Room, all inmate visitors will be stamped with "invisible ink" by the Front Lobby Officer. Once all paperwork has been completed and the visitor is approved, the Escorting Officer will direct a group of five ADULT visitors to the Visiting Room at one time. Each visitor's hand will be inspected under the black light to ensure they have been stamped with the invisible ink when entering and when departing the sally port area.

NOTE: VISITORS' HANDS WILL BE INSPECTED UNDER THE BLACK LIGHT BEFORE LEAVING THE VISITING ROOM AND AGAIN AT THE CONTROL CENTER BEFORE BEING ALLOWED TO EXIT THE FCI.

- f. Each inmate will be permitted a maximum of 6 visitors. However, no more than 3 adults are permitted to visit. (For the purpose of this supplement, an adult visitor is considered to be 16 years of age and above.) The inmate must seek prior approval in writing from the Captain thru his Unit Team before additional visitors are permitted to visit. A copy of this approval will be distributed to the Front Lobby and Visiting Room Officer. When conditions of overcrowding exist, the number of visitors may be limited to allow each visitor adequate space and time to conduct the visit.

In the event of overcrowding in the Visiting Room, the Operations Lieutenant is authorized to limit the length of the visit. NOTE: VISITS MAY BE LIMITED TO A MINIMUM OF ONE (1) HOUR DUE TO OVERCROWDING. UPON COMPLETION OF THE VISIT, THESE VISITORS WILL BE ASKED TO LEAVE THE INSTITUTION GROUNDS AND RETURN AT A LATER TIME. After a minimum of one (1) hour, the Visiting Room Officer-in-Charge will notify the Operations Lieutenant that he/she is terminating inmate visit(s) in order to accommodate all other waiting visitors. Visitors from the local area will be among the first to be terminated. Consideration will be given to those visitors who visit infrequently and/or have traveled long distances. Such visitors will be among the last to be terminated.

- g. All children under sixteen (16) years of age will be accompanied by an adult on the inmate's approved visiting list. Inmates and their visitors will be expected to maintain control of their children at all times. Proposed visitors who are sixteen (16) or seventeen (17) years of age and not accompanied by a parent, legal guardian or immediate family member at least eighteen (18) years of age must have the written approval of a parent, legal guardian, or immediate family member at least eighteen (18) years of age prior to visitation.

The signature of a parent or guardian on form BP-629, "Visitor Information" is necessary to process a request for a Visiting Room applicant under eighteen (18) years of age. Completion of the entire form is required before visitors are permitted to visit.

NOTE: ALTHOUGH VISITING IS NOT NORMALLY ALLOWED FOR UNESCORTED JUVENILES, THE WARDEN MAY AUTHORIZE SUCH VISITS.

6. VISITING ROOM REGULATIONS:

- a. Inmates and visitors alike must remember that social visiting is a family activity and that good conduct is expected at all times. Socially

accepted gestures of communication and affection are allowed within the limits of "good taste". Staff will limit physical contact between visitors and inmates to reduce opportunities for the introduction of contraband and to maintain the orderly operation of the Visiting Room. Kissing, embracing and hand shaking are the only socially accepted gestures allowed in the Visiting Room at the beginning and end of a visit. Indecent, annoying or excessive contact will not be tolerated. Inmates or visitors who violate Visiting Room regulations will have their visit terminated or placed under increased supervision at the discretion of the Visiting Room Officer-in-Charge, in consultation with the Operations Lieutenant and the Institution Duty Officer. All areas of the Visiting Room, including rest rooms, will be monitored to prevent the passage of contraband and to ensure the security and welfare of all concerned.

- b. Smoking is not permitted in the FCI and FPC Visiting Rooms or the adjacent outdoor Visiting Room patios. For purposes of this rule, smoking is defined as carrying or inhaling a lighted cigar, cigarette, pipe or other lighted tobacco product, or any product containing tobacco which is chewed.
- c. All visitors are to be dressed appropriately during social visiting. PERSONS WEARING THE FOLLOWING ITEMS OF CLOTHING WILL NOT BE ADMITTED FOR SOCIAL VISITING. THIS LIST IS NOT ALL INCLUSIVE. THE FRONT LOBBY OFFICER IN CONSULTATION WITH THE OPERATIONS LIEUTENANT WILL DETERMINE WHAT IS INAPPROPRIATE.
 - (1) Khaki shirt and/or trousers similar to FCI inmate clothing - FCI visitors only;
 - (2) mini-skirts, halter tops, or halter dresses;
 - (3) strapless blouses, dresses or other apparel which is revealing in nature;
 - (4) spandex-like pants or spandex-like shorts, cotton athletic sweat pants, camouflage attire;
 - (5) visitors must wear clothing which is free from obscene, inappropriate or offensive messages that have been imprinted, embroidered, handwritten or machine applied.
 - (6) Visitors must wear appropriate foot apparel at all times.

Thongs or shower shoes are not appropriate forms of foot wear.

Men and women may wear walking shorts. Women are also permitted to wear culottes or shorts that are of reasonable length and not too revealing in nature.

- d. All items authorized for entrance into the Visiting Room will be searched by the Front Lobby Officer. THE FOLLOWING ITEMS ARE PERMITTED INTO THE VISITING ROOM:

- (1) Clear change purses or billfolds that can be easily searched;
- (2) Money in the form of U.S. coinage (not to exceed two rolls of quarters totaling \$20.00);

INMATES ARE NOT ALLOWED TO HANDLE ANY FORM OF CURRENCY. VISITORS ARE NOT ALLOWED TO LEAVE MONEY FOR DEPOSIT INTO AN INMATE'S ACCOUNT OR REMOVE ANY INMATE ITEMS AT THE CONCLUSION OF A VISIT.

- (3) A comb or hair brush;
- (4) two baby bottles;
- (5) two diapers;
- (6) three, unopened jars of baby food and one small plastic spoon;
- (7) one set of baby clothes;
- (8) jewelry may be worn, but not carried, into the Visiting Room;
- (9) a sweater, light jacket, or coat;
- (10) females are permitted to carry three feminine hygiene items into the Visiting Room. A feminine hygiene dispenser will be provided for female visitors in the rest room;
- (11) life maintenance medication for cardiac patients and epileptic seizure sufferers, and inhalers.

NOTE: MEDICATIONS AND INHALERS FOR CARDIAC PATIENTS AND EPILEPTIC SEIZURE SUFFERERS WILL BE KEPT IN THE VISITORS' POSSESSION DURING THE VISIT. DIABETIC MEDICATIONS (AND THE SYRINGES NECESSARY FOR THEIR APPLICATION) ARE NOT CONSIDERED LIFE MAINTENANCE MEDICATIONS AND WILL BE STORED SECURELY IN THE VISITOR'S PERSONAL VEHICLE OR THE PROPERTY LOCKERS PROVIDED FOR VISITORS IN THE FRONT LOBBY.

- e. All other property is not permitted and has to be stored in the visitor's personal vehicle or in a property locker assigned by the Front Lobby Officer. THE FOLLOWING ITEMS ARE SPECIFICALLY PROHIBITED:
 - (1) Cameras and any other form of audio or visual recording equipment, unless approved in advance by the Warden;
 - (2) diaper bags and baby carriers;
 - (3) magazines, newspapers, books;
 - (4) matches, lighters, tobacco products;
 - (5) photographs and photo albums;
 - (6) personal business papers, forms or similar items;
 - (7) food items or beverages, except for infant care.
- 7. VISITING ROOM VENDING MACHINES:
 - a. Vending machines are available in the Visiting Room. The vending machines will not be used by inmates. Items purchased from the vending machines but not consumed will be disposed of in the Visiting Room at the conclusion of the visit.
 - b. Employees of the Bureau of Prisons are not responsible for the operation of the vending machines or loss of money due to machine malfunction.
- 8. ATTORNEY VISIT REGULATIONS: The attorney/client rooms will only be used for approved, non-auditory supervised attorney visits.
 - a. Prior to any and all visits, attorneys will be required to provide proper identification to the Front Lobby Officer. All attorneys will present an "Admittance to the Bar" card or other documentation verifying where the attorney is licensed to practice, and a valid driver's license (with photograph) before they are permitted entry to the institution.
 - b. All inmate attorney visits must be approved by the Associate Warden of Programs and coordinated by the Unit Manager, in advance. If approved, the attorney will be permitted to visit during regularly scheduled visiting days and hours. Attorneys requesting visits with inmates on non-regular visiting days or after normal visiting hours, will be accommodated as far as time, security and availability of supervision permits. Special legal visits involving more than one inmate must also be approved by the AW (P). When entering or exiting the institution in an official capacity, attorneys shall be required to sign the Official Visitors Log (located in the Front Lobby). Attorneys must also complete and sign a Visiting Attorney Statement (BP-S241.013). A paralegal or legal assistant, acting on behalf of an

attorney, will be admitted, provided a completed Paralegal or Legal Assistant Confirmation (BP-S242.013) has been received and reviewed by the inmate's Unit Team.

- c. An attorney who wishes to visit as a social visitor must be on an inmate's approved visiting list. At this time, attorney status is forfeited and the attorney is considered a social visitor. When an inmate's attorney visits as a social visitor, he/she does not have to sign the Official Visitors Log nor do they have to complete and sign a "Visiting Attorney Statement".

9. SPECIAL VISIT REGULATIONS:

- a. Approval for special visits is delegated to the Captain for FCI inmates and the Unit Manager for FPC inmates. After regular visiting hours (or when unit staff are not available), the Institution Duty Officer in consultation with the Operations Lieutenant, may approve a special visit, if determination is made that no violation of security or inmate privacy exists. Special visits may also be limited by the availability of staff to supervise the visit.

NOTE: THIS SECTION DOES NOT IMPLY THAT SPECIAL VISITS MAY OCCUR DURING NON-VISITING HOURS.

- b. The Captain may approve an extra visit due to special or unique circumstances. The Unit Team will supervise the extra visit if additional supervision is required.

Ordinarily written documentation of this approval by the Captain will be submitted to the Visiting Room and Front Lobby Officers two weeks prior to the visit, through the appropriate Unit Manager.

Upon completion of the special visit, written documentation will be maintained in the inmate's Central File.

- c. The Warden may authorize special visits for clergy, former or prospective employers, sponsors, and parole advisors. These visits are intended to assist in the release planning, counseling, and discussion of family problems.

10. APPROVAL AND DENIAL OF VISITS: The Unit Team will process the list of requested friends and associates, not to exceed a total of 10 individuals, in addition to immediate family members. Inmates are responsible for mailing the BP-629, Visitor Information form and written guidelines, Visiting Information and Regulations (Attachment D) to visitors.

- a. Inmates requesting approval of visitors must, upon arrival at the FCI/FPC Cumberland, submit a list of requested visitors to his Unit Team. Immediate family members are normally placed on an approved visiting list if they are properly identified in the Pre-Sentence Investigation Report (PSI), or other reliable document. Normally, immediate family members will be allowed to visit prior to the submission of the approved visiting list for a period of 30 days. Only immediate family members will be allowed on two inmates' visiting list at either the FCI or FPC. The inmate will be notified by the Unit Team of the individuals who are approved for the visiting list.
- b. A background investigation is required before approving a visitor for a visit. The inmate will be held responsible for having a "Release Authorization" form forwarded to the proposed visitor. This form must be signed and returned to the staff by the visitor before staff can investigate the proposed visitor.
- c. Visiting privileges will normally be approved for visitors who have proven an established relationship with the inmate prior to his confinement. However, if it is determined that such visits create a threat to the orderly running of the institution, the visits will be disallowed.
- d. During the admission and orientation period, and for holdover inmates, visiting will be limited to immediate family members when an approved visiting list from a transferring institution has not been received.
- e. The Approved Visiting List form, from the computer-based visiting room program, (represented by Attachment A), will be prepared by the Correctional Counselor and the appropriate information will be processed on the approved visiting list software. Print-outs of the visiting list will be placed in the inmate Central File, placed in the visiting file at the Front Lobby/Camp Visiting room by the Counselor, and also given to the inmate.

When additions or deletions are made to the approved visiting list, the appropriate changes will be made by the Counselor and the files updated.

- f. Visiting files of inmates who are out of the institution on writs or furloughs will remain in the computer system and at the locations described above in Section (e). When an inmate is transferred from this institution, the assigned Correctional Counselor will print a current copy of the visiting file from the computerized visiting room program and place it in the Central File.

- g. The Unit Team has the primary authority to deny inmate visitors. In the absence of the Unit Team, the Operations Lieutenant or the Institution Duty Officer may deny a visit. After checking the Central File for documentation, the Unit Team will make the decision to approve or deny the visit. If the visit is denied, the "Inmate Visitor Denial" form, Attachment B, will be completed and placed in the inmate's Central File. The Associate Warden (Programs) and the Captain will each be forwarded a copy of the form.

11. INMATE DRESS AND PROPERTY PERMITTED IN THE VISITING AREA: The appearance of any inmate who enters the Visiting Room will be neat and clean at all times.

- a. Authorized clothing for the FCI Visiting Room will be institution-issued khaki pants, khaki shirt with plain white t-shirt underneath, belt, socks, underwear, and institution shoes or personal tennis shoes. Double layer clothing to include thermal underwear is not permitted on inmates entering the visiting room in order to expedite processing.
- b. Authorized clothing for the FPC Visiting Room will be an institution-issued green pants, green shirt, belt, socks, underwear and institution shoes or personal tennis shoes.

NOTE: UNDER NO CIRCUMSTANCES SHALL FCI OR FPC INMATES BE PERMITTED TO WEAR INSTITUTION-ISSUED CLOTHING THAT HAS BEEN ALTERED IN ANY MANNER. CLOTHING WITH TORN OR FRAYED POCKETS, CUT-OFF SLEEVES, OR ALTERED SEAMS WILL NOT BE ALLOWED INTO THE VISITING ROOM(S).

- c. Inmates will enter the visiting area through the Shakedown Room. Only authorized personal property (listed below) will be allowed into the Visiting Room after being properly inventoried and recorded on the Visiting Room Inmate Property Log, Attachment C.

The following personal property items are authorized for use by inmates in the Visiting Room:

- (1) One comb;
- (2) one handkerchief;
- (3) one wedding band (without a diamond or precious stone);
- (4) one religious medallion on a chain;
- (5) religious headwear (authorized by the Chaplain);
- (6) one pair of prescription glasses (no sunglasses);
- (7) all inmates must present an institution-issued identification

card (inmate account card) to the Visiting Room Officer upon entrance into the Visiting Room.

(a) The card will be retained by the Visiting Room Officer.

(b) The inmate account card will be returned to the inmate upon departure.

- (8) life maintenance medications for inmates with cardiac conditions or epileptic seizures.

NOTE: MEDICATIONS FOR INMATES WITH CARDIAC CONDITIONS OR EPILEPTIC SEIZURES WILL BE MAINTAINED AT THE OFFICER'S STATION AT BOTH THE FCI AND FPC.

- d. All FCI inmates will be pat-searched in the shakedown room upon entering the visiting room and visually searched when departing.

- e. All FPC inmates will be pat-searched in the Shakedown Room upon entering the Visiting Room. Although a random number of FPC inmates may be visually searched upon exiting the Visiting Room, all FPC inmates will be pat-searched upon entrance and exit from the Visiting Room.

12. SPECIAL CONCERNS OF THE VISITING ROOM OFFICERS:

- a. Hospitalized Inmates:

- (1) The Clinical Director (or, in his/her absence, the Health Services Administrator), in consultation with the Captain, will make the recommendation for or against the arrangement of visits for inmates he/she observes to be suffering from infectious diseases or emotional, psychotic episodes.

NOTE: THE HEALTH SERVICES ADMINISTRATOR WILL DRAFT THE RATIONALE FOR REFUSING AN INMATE VISIT. IN THE EVENT THE UNIT TEAM ADVISES AGAINST AN INMATE RECEIVING VISITORS, THE SITUATION WILL BE CAREFULLY DOCUMENTED IN THE INMATES CENTRAL FILE BY A MEMBER OF THE INMATES UNIT TEAM.

- (2) Inmates hospitalized in the community will not receive visitors unless authorized by the Warden with the advise of Health Services Administrator, Captain, Associate Warden (Programs), or Camp Administrator for Camp inmates. When a visit is authorized, the Institution Duty Officer will be present.

NOTE: VISITS TO INMATES NEAR DEATH WHO ARE HOSPITALIZED IN THE COMMUNITY WILL BE RESTRICTED TO IMMEDIATE FAMILY MEMBERS ONLY. VISITS TO INMATES WHO ARE HOSPITALIZED FOR MINOR SURGERY DO NOT

WARRANT VISITS BY IMMEDIATE FAMILY MEMBERS. ALL

VISITS ARE SUBJECT TO THE GENERAL VISITING POLICY OF THAT HOSPITAL.

- b. Inmates in Administrative Detention and Disciplinary Segregation: Inmates from Administrative Detention and Disciplinary Segregation are required to sit with their visitors in close proximity to the Visiting Room Officer. Visiting for these inmates terminates one-half hour prior to the end of regular visiting hours.
- c. Supervision of Visits:
 - (1) It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly and dignified manner. Visits that are not conducted in the appropriate manner may be terminated by the Visiting Room Officer-in-Charge with the expressed consent of the Operations Lieutenant and/or Institution Duty Officer.
 - (2) The Operations Lieutenant and/or Institution Duty Officer must be notified if staff have reasonable suspicion and/or probable cause to believe contraband has been passed during the visit.

NOTE: THE FCI VISITING ROOM OFFICER WILL ASSIGN SEATING FOR ALL VISITORS BASED UPON THE SECURITY NEEDS OF THE INSTITUTION. INMATES ARE NOT PERMITTED TO WALK AROUND THE VISITING ROOM, UNLESS USING THE RESTROOM, GETTING A DRINK, OR TAKING PHOTOGRAPHS.

- (3) Temporary Suspension of Visiting Privileges: An inmate's visiting privileges will be suspended whenever the activity of an inmate or inmate's visitor compromises the security of the institution. Inmates whose visiting privileges are temporarily suspended will be notified and also receive a Restricted Visiting Notification memorandum (Attachment F). The memorandum will be signed by the Warden and a copy of the form(s) will be placed in the inmate's Central File. When visiting privileges are suspended due to DHO sanctions or SIS investigations, the Captain will route the necessary memorandum of suspension to the Unit Team, Front Lobby, and the inmate's family. UDC suspension letters will be routed by the Unit Team.
13. PARENTING PROGRAM: Any inmate actively participating in the Parenting Program is eligible to sign-up to use the Parenting Room located in the Visiting Room. The Parenting Room

sign-up sheet is located in the Leisure Library. The Parenting Room is available for use on Mondays and Fridays from 5:30 PM until 8:30 PM and on Saturdays from 8:30 AM until 3:30 PM. Inmates are only permitted to use the Parenting Room one hour per day. The sign-up sheet lists a primary slot holder and two alternatives. All time slots begin on the half-hour. The individual signed up for the primary time slot will have fifteen minutes to enter the Parenting Room. If at that time the Parenting Room is still empty, the individual signed-up in the Alternate1 spot will be able to use the room. This individual also has fifteen minutes to report to the room. At this time, if the room is not being utilized, the person signed-up in the Alternate 2 spot will be allowed to enter the Parenting Room. If the individuals signed-up in the primary time slot and the alternate time slots do not utilize the room, the room will remain locked. The inmate, the inmate's children, and the inmate's children's mother are the only people allowed in the Parenting Room. All inmates must adhere to the Visiting Room policies and regulations. The Visiting Room Officers will have the final say on all issues concerning the Parenting Room.

14. ADMISSION AND HOLDOVER STATUS INMATES: Inmates on holdover status are only authorized visits from their immediate family members.
15. PHOTOGRAPHS IN THE VISITING ROOM: Inmates may purchase tickets from the commissary for the purpose of obtaining photographs of themselves in the Visiting Room. Photographs will be taken by an authorized inmate photographer on all visiting days. All photographs will be in good taste. Inmates may be photographed only with their approved visitors. Inmates assigned to the Special Housing Unit will not be photographed.
INMATES MAY NOT BE PHOTOGRAPHED WITH OTHER INMATES IN THE VISITING ROOM UNDER ANY CIRCUMSTANCES.
16. USE OF THE CAMP VISITING ROOM PATIO AREA: Use of the patio area of the Visiting Room at the FPC will be regulated by memorandum from the Unit Manager.
17. OPERATIONAL REVIEWS: Operational Reviews of this program are the responsibility of the Correctional Services department.
18. ATTACHMENTS:
 - a. Attachment A: Approved Visiting List
 - b. Attachment B: Inmate Visitor Denial Form

- c. Attachment C: Visiting Room Inmate Property Log
- d. Attachment D: Visiting Information and Regulations
- e. Attachment E: Public Transportation and Lodging
- f. Attachment F: Restricted Visiting Notification

Stephen M. Dewalt, Warden

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL PRISON CAMP
CUMBERLAND, MARYLAND

APPROVED VISITING LIST

INMATE'S NAME: _____ DATE: _____, 20____

REGISTER NO: _____

THE FOLLOWING PERSONS ARE PERMITTED TO VISIT THE ABOVE-NAMED INMATE DURING HIS
STAY AT THIS INSTITUTION:

NAME OF VISITOR/RELATIONSHIP
ADDRESS: (CITY, STATE, ZIP CODE)

STATE DRIVER'S LICENSE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

APPROVED: _____

UNIT TEAM MEMBER

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL PRISON CAMP
CUMBERLAND, MARYLAND

INMATE VISITOR DENIAL FORM

On (Date), _____, at _____ (a.m.) (p.m.), the following inmate visitor, (Mr.) (Mrs.) (Ms.)

_____ was denied entrance into the institution. The visitor arrived at

the institution to visit _____ / _____.
(Inmate's Name) (Register Number)

The visit was denied for the following reason(s):

_____ No identification

_____ Not on Approved Visiting List

_____ Under age without Parent/Guardian

_____ Other: _____

Comments: _____

Prior to Denial:

Unit Team/Duty Officer was notified and authorization to deny visit was given: _____

Operations Lieutenant was notified and authorization to deny visit was given: _____

The following Unit Team Member(s) were notified: Unit Manager _____

Case Manager _____

Unit Counselor _____

To be maintained in Central File
cc: Captain

Front Lobby Officer (Print and Sign Name)

VISITING ROOM INMATE PROPERTY LOG

INMATE'S NAME	REGISTER NUMBER	UNI T	CO MB	HAND- KERCHI EF	WEDDIN G BAND	GLASSES	I.D. CARD	MEDS	PHOTO. TICKETS	RELIGIOU S HEADWE AR/NECKL ACE

NOTE: ALL INMATES ENTERING THE VISITING ROOM WILL BE ON THIS LIST AND THE PARTICULAR ITEMS THE INMATE POSSESSES WILL BE CHECKED OFF ACCORDINGLY. ALL PHOTOGRAPH TICKETS HAVE TO BE USED PRIOR TO DEPARTING THE VISITING ROOM.

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL PRISON CAMP
CUMBERLAND, MARYLAND

VISITING INFORMATION AND REGULATIONS

INMATES NAME

INMATES REGISTER NUMBER

_____(Visitor's Name), has been approved to visit you while you are incarcerated at Cumberland, MD. In addition to assuming complete responsibility for the proper conduct of your visitors, you are also responsible for forwarding this form to the above visitor in order that he/she be made aware of the Visiting Room regulations.

Visitors under 16 years of age must be accompanied by an adult member of your family on your approved visiting list. Other non-approved visitors who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance and explain the circumstances of the visit. If the visit is approved, authorization will be sent for presentation upon arrival. During periods of limited seating capacity, the number of persons visiting one inmate can be limited to three (3) seats.

VISITING SCHEDULE: Visiting hours for the FCI and FPC are 4:30 p.m. to 8:30 p.m. on Monday, and Friday. Visiting for the Special Housing Unit will terminate at 8:00 p.m. Visiting hours on Saturday, Sunday, and all Federal holidays are 8:30 a.m. to 3:00 p.m. Visiting for the Special Housing Unit will terminate at 2:30 p.m. All regular visits will be conducted in the institution Visiting Room. All inmates must present an institution-issued Commissary identification card to the Visiting Room Officer upon entrance into the Visiting Room. These cards will be retained by the Visiting Room Officer during the visit. Commissary cards will be returned to the inmate upon departure from the Visiting Room.

Both FCI and Camp inmates will be allowed (6) six weekend and holiday visiting days per month. There is no limit on weekday visiting. Unused weekend and holiday visiting days from one month cannot be carried forward to the following month. Any visit, regardless of the length of visit, will constitute one day of visiting. Attorney visits do not count as part of the six (6) days of authorized weekend and holiday visits. No visitor will be allowed into the institution prior to the appropriately scheduled visiting hours.

Upon the authority of the Institution Duty Officer and Operations Lieutenant, the Visiting Room Officer may terminate a visit because of overcrowded conditions or improper conduct of the visitor and/or the inmate. The privilege to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of, or attempt to, introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

Prior to entering the Visiting Room, all visitors must complete a BP-224 "Notification to Visitor" form (previously titled BP-CUS-30), as per Title 18, United States Code, Chapter 87, Section 1791.

(NOTE: ALL VISITORS MUST COMPLETE THE PROVIDED FORMS IN THE PRESENCE OF THE FRONT LOBBY OFFICER). Each individual will utilize the "Notification to Visitor" form whether or not they are visiting as part of a group or visiting on his/her own.

All inmate visitors will be requested to present a valid photo identification card to the Front Lobby Officer. The exception is children under age 16 accompanied by a parent or guardian. Commercially purchased forms of identification are not acceptable as the sole source of identification.

NOTE: INMATES WILL BE PERMITTED TO VISIT WITH AUTHORIZED VISITORS ONLY.

NOTE: ALL VISITORS ARE TO BE DRESSED APPROPRIATELY DURING SOCIAL VISITING AT THE FEDERAL CORRECTIONAL INSTITUTION AND THE FEDERAL PRISON CAMP.

THE FOLLOWING ITEMS OF CLOTHING WILL NOT BE WORN DURING SOCIAL VISITING:

1. Khaki shirt and/or trousers similar to FCI inmate clothing-FCI visitors only.
2. Mini-skirts, halter tops, or halter dresses.
3. Strapless blouses, dresses or other apparel which is revealing in nature.
4. Spandex-like pants or spandex-like shorts or cotton athletic sweat pants.
5. Visitors must wear clothing which is free from obscene, inappropriate or offensively shocking messages that have been imprinted, embroidered, handwritten or machine applied.
6. Visitors must wear appropriate foot apparel at all times. Thongs or shower shoes are not appropriate forms of foot wear in the Visiting Room.
7. Headwear, except religious headwear.

Men and women may also wear walking shorts. Women are also permitted to wear culottes or shorts that are of reasonable length and not too revealing in nature.

All items authorized for entrance into the Visiting Room will be searched by the Front Lobby Officer.

NOTE: THE FOLLOWING ITEMS WILL BE PERMITTED INTO THE VISITING ROOM:

1. Clear change purses or billfolds that can be easily searched.
2. Money in the form of U.S. coinage (not to exceed two rolls of quarters totaling \$20.00).
NOTE: UNDER NO CIRCUMSTANCES SHALL INMATES BE ALLOWED TO HANDLE ANY FORM OF U.S. OR FOREIGN CURRENCY WHILE IN OR OUT OF THE VISITING ROOM. VISITORS WILL NOT BE ALLOWED TO LEAVE MONEY FOR DEPOSIT INTO AN INMATE'S ACCOUNT OR REMOVE ANY INMATE ITEMS AT THE CONCLUSION OF A VISIT.
3. A comb or hair brush.
4. Two baby bottles.
5. Two diapers.
6. Three, unopened jars of baby food and one small plastic spoon.
7. One set of baby clothes.
8. Jewelry may be worn, but not carried into the Visiting Room.
9. A sweater, light jacket, or coat.

10. Females are permitted to carry three feminine hygiene items into the Visiting Room. A feminine hygiene dispenser will be provided for female visitors in the rest room.
11. Life maintenance medication for cardiac patients and epileptic seizure sufferers.

NOTE: MEDICATIONS AND INHALERS FOR CARDIAC PATIENTS AND EPILEPTIC SEIZURE SUFFERERS WILL BE MAINTAINED ON THE VISITOR'S PERSON.

DIABETIC MEDICATIONS (AND THE SYRINGES NECESSARY FOR THEIR APPLICATION) ARE NOT CONSIDERED LIFE MAINTENANCE MEDICATIONS AND WILL BE STORED SECURELY IN THE VISITOR'S PERSONAL VEHICLE OR THE PROPERTY LOCKERS PROVIDED FOR VISITORS IN THE FRONT LOBBY.

NOTE: CAMERAS (OR ANY OTHER FORM OF VISUAL OR AUDIO RECORDING EQUIPMENT) ARE NOT PERMITTED IN THE INSTITUTION WITHOUT ADVANCE WRITTEN APPROVAL FROM THE WARDEN.

NOTE: MAGAZINES, NEWSPAPERS, BOOKS, MATCHES, LIGHTERS, PHOTOGRAPHS, PHOTO ALBUMS, PERSONAL BUSINESS FORMS OR ANY OTHER SIMILAR ITEM(S) ARE NOT PERMITTED INTO THE VISITING ROOM.

NOTE: DO NOT BRING FOOD OF ANY KIND INTO THE INSTITUTION. FOOD ITEMS AND BEVERAGES ARE AVAILABLE FROM THE VISITING ROOM VENDING MACHINES. UPON COMPLETION OF THE VISIT, ALL FOOD ITEMS AND BEVERAGES WILL NOT BE ALLOWED TO BE TAKEN FROM THE VISITING ROOM.

Inmates and visitors alike must remember that social visiting is a family activity and that good conduct is expected at all times. Socially accepted gestures of communication and affection are allowed within the limits of "good taste". Staff will limit physical contact to minimize the opportunity for the introduction of contraband and to maintain the orderly operation of the Visiting Room. Kissing, embracing and hand shaking are the only socially accepted gestures allowed in the Visiting Room at the beginning and end of a visit. Indecent, annoying or excessive contact will not be tolerated. Inmates or visitors who repeatedly violate Visiting Room regulations will have their visit terminated or placed under close supervision at the discretion of the Visiting Room Officer-in-Charge. All areas of the Visiting Room, including rest rooms, will be monitored to prevent the passage of contraband and to ensure the security and welfare of all concerned.

To protect the health and safety of staff, inmates and visitors, the Bureau of Prisons has restricted areas and circumstances in which smoking is permitted within its institutions. No smoking or consumption of tobacco products is permitted in the Visiting Room or the adjacent Outdoor Visiting Room Patio. For purposes of this rule, smoking is defined as carrying or inhaling a lighted cigar, cigarette, pipe or other lighted tobacco product, or any product containing tobacco which is chewed.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom, anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive a sentence of up to 20 years imprisonment, a \$25,000.00 fine, or both. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791).

IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS OR CONTRABAND.

Contraband is defined as the introduction or attempt to introduce into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such federal penal or correctional institution. Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs, or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or his staff representative to bring any item or thing upon the institution grounds.

DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, CUMBERLAND,
MD

Take Interstate Route I-68 to the Industrial Boulevard (Route 51 South) exit in Cumberland, Maryland. Westbound, this is Exit 43B. Eastbound, from Morgantown, this is also Exit 43B.

Take State Route 51 (Industrial Boulevard) South for 5.6 miles and turn right into the Allegany County Industrial Park at PPG Road. Follow PPG Road for 1.6 miles and turn left into the main gate of the FCI.

The entrance to the Federal Prison Camp (FPC) is the second left hand turn. To get to the Federal Correctional Institution (FCI) follow the main road for .4 miles, ending at the FCI parking lot on the right.

Public Transportation and Lodging

Lodging

Public Transportation

Greyhound Bus Service
37 Henderson Ave.
Cumberland, MD 21502
(301) 722-6226

Amtrak
E. Harrison Street
Cumberland, MD 21502
(301) 724-8890

Cumberland Regional Airport
Wiley Ford, West Virginia
(304) 738-0002

Yellow Cab Company
405 Henderson Avenue
Cumberland, MD 21502
(301) 722-4050

Morgan Taxi
201 Glenn Street
Cumberland, MD 21502
(301) 722-2800

Best Western/Braddock Inn
1268 National Highway
LaVale, MD 21502
(301) 729-3300

Diplomat Hotel
17012 McMullen Highway, SW
Cumberland, MD 21502
(301) 729-2311

Holiday Inn
South George Street
Cumberland, MD 21502
(301) 724-8800

Inn at Walnut Bottom
120 Greene Street
Cumberland, MD 21502
(301) 777-0003

Maryland Hotel
11901 Bedford Road, NW
Cumberland, MD 21502
(301) 722-2836

Oak Tree Inn
12310 Winchester Road, SW
LaVale, MD 21502
(301) 729-6700

Slumberland Motel
1262 National Highway
LaVale, MD 21502
(301) 729-2880

Super 8 Motel
1301 National Highway
LaVale, MD 21502
(301) 729-6265

Woodside Motor Lodge
1924 Bedford Road
Cumberland, MD 21502
(301) 777-3293



U.S. Department of Justice
Federal Bureau of Prisons

*Federal Correctional Institution
Cumberland, Maryland 21502*

Date:

Reply To

Attn Of: Stephen M. Dewalt
Warden

Subject: Restricted Visiting Notification

To: Inmate Name
Inmate Reg. No.
Unit

Be advised that effective immediately and until further notice, you are placed on Restricted Visiting Status. This action is based on your involvement in a current investigation being conducted by the Special Investigative Supervisors' (SIS) Office.

Requests for a social/legal visit must be made sufficiently in advance to allow clearance by SIS and your Unit Team. If approved, the visit may be scheduled at times other than regular visiting hours.

This provision will remain in force pending the disposition of the investigation.

Distribution:

- 1 - Unit Team/Central File
- 1 - Inmate's Visiting File (Front Lobby)
- 1 - SIS